

Toastmaster Cheat sheet:

As a Toastmaster, your main duty is to lead the meeting in a smooth and timely manner.

Before the Meeting

- Get in touch with everyone in the following positions and make sure they plan on attending the meeting: Speakers, General Evaluator, Table Topics master, Ah Counter, Grammarian, Timer, Vote Counter, and Humorist.
 - If needed, the following positions are easiest to fill the day of the meeting: Ah counter, Grammarian, Vote Counter, Timer.
- Try to get introductions from everyone.
 - For speakers, get their speech title, time, and number so you can provide some background on their speech, such as objectives.
- If you have a theme, it might be nice to let the Table Topics master know so you could maybe coordinate the meeting and table topics theme (not mandatory).
- Immediately before the meeting, check if there are guests and determine who brought them.

During the Meeting

You will be introduced by the President (or whoever is the presiding officer...usually the EVP).

- If there are guests:
 - Have their host introduce them, or make them introduce themselves if needed.
 - Provide a short general overview of the meeting, then have the following positions explain their duty during the meeting:

Wordmaster	Ah Counter
Table Topics master	Grammarian
General Evaluator	Humorist
Timer	Vote Counter
- Introduce the Wordmaster

NOTE: If you are uncertain how long the speeches will go, it is possible to switch the order of Table Topics and Speeches and let the Table Topics master lengthen or shorten the topics as needed.

- Table Topics
 - Introduce the Table Topics master.
 - When Table Topics are done:
 - Ask if the timer if the topics speakers were all on time.
 - Ask everyone to cast their votes; do not pass the envelope yet.
- Scheduled Speeches
 - One at a time, introduce the speakers.
 - Remember to give their speech title and time.
 - Try to present at least some of the speech objectives.
 - After each speech, ask the audience to take a few moments to evaluate the speakers.
 - When all speeches are done:
 - Ask if the timer if all of the speakers were on time.
 - Ask everyone to cast their vote; do not pass the envelope yet.
- Introduce the General Evaluator

Once the evaluation portion of the meeting is finished, the General Evaluator will return control of the meeting to you.

- If the General Evaluator did not do so, have the Ah Counter, Grammarian, and Wordmaster present their reports.
- Introduce the Humorist.
- Ask the Vote Counter for his results.
- Return control of the meeting to the President.

Ah Counter Cheat Sheet

- Make note of Ahs and other pauses (and, you know,...) for **everyone**.
- Ring the bell for everyone except formal speakers.

	Speaker Name	AHs	Other Pauses, Breaks
Toast Master			
Word Master			
Topics Master			
Topic speaker #1			
Topic speaker #2			
Topic speaker #3			
Topic speaker #4			
Speaker #1			
Speaker #2			
Speaker #3			
General Evaluator			
Evaluator #1			
Evaluator #2			
Evaluator #3			
Timer			
Humorist			
Ah-Counter			
Grammarian			
Vote Counter			

Grammarians Cheat Sheet

- Make note of grammatical errors/inconsistencies for **everyone**.
- Also important, note nice or neat uses of grammar - if you like how someone phrased something, for instance.
- When you present your report, present the 3 or 4 items that you noticed the most...let others know via Lotus Notes later if you feel they need to know about something.

	Speaker Name	Grammatical attention getters - good or not
Toast Master		
Word Master		
Topics Master		
Topic speaker #1		
Topic speaker #2		
Topic speaker #3		
Topic speaker #4		
Speaker #1		
Speaker #2		
Speaker #3		
General Evaluator		
Evaluator #1		
Evaluator #2		
Evaluator #3		
Timer		
Humorist		
AH-Counter		
Grammarians		
Vote Counter		

Word Master Cheat Sheet

- Before the meeting, choose a word that will expand the vocabulary of the meeting participants.
- It may help to print your word in large letters on a sheet of paper and tape this to the lectern.
- Introduce your word when called on at the beginning of the meeting.
- Keep track of who uses the word in the course of the meeting.
- Report the results at the end of the meeting.

	Speaker Name	Used the word _____
Toast Master		
Word Master		
Topics Master		
Topic speaker #1		
Topic speaker #2		
Topic speaker #3		
Topic speaker #4		
Speaker #1		
Speaker #2		
Speaker #3		
General Evaluator		
Evaluator #1		
Evaluator #2		
Evaluator #3		
Timer		
Humorist		
Ah-Counter		
Grammarian		
Vote Counter		

Table Topics Master Cheat sheet:

Before the Meeting

- The EVP should provide you with a list of who has and has not recently spoken at Table Topics - this provides a better chance for everyone to do table topics.
 - Generally - don't call on speakers, the timer, the ah-counter, or the grammarian.
 - Use the list to determine your speakers before the beginning of the meeting.
- Come up with a theme for the table topics.
 - Remember that the goal is to have people be able to think on their feet and communicate effectively what they have thought
 - Try to come up with 3-4 topics. If a speaker has to cancel, the Toastmaster can ask for you to do an extra topic to help with the time constraints.
 - Ideas for table topics (taken from previously done sessions): current events, Lexmark events, personal favorite, begin a story and ask the person to finish it, do a movie review, bring in a "Show" and make the table topics person do the "Tell", and so on...it is really wide open.

During the Meeting

You will be introduced by the Toastmaster.

- Introduce the theme of the table topics and explain their format: answer the question, complete the story, non-verbal table topics, whatever - be creative.
 - You may want to remind the audience and speakers of the answer options:
 - You can answer the table topic.
 - You can answer a completely different question than was asked.
- One at a time, ask your table topics.
 - An excellent way to get everyone to think about the topic is to introduce the topic, then name the topic speaker.
 - Remember to use a positive transition from one speaker to the next.

Speaker 1 _____ Topic _____

Speaker 2 _____ Topic _____

Speaker 3 _____ Topic _____

Speaker 4 _____ Topic _____

Speaker 5 _____ Topic _____

- After all speakers have finished, transition back to Toastmaster.

General Evaluator Duties

As a General Evaluator, your main duty is: *To **Evaluate the Evaluators***. This means that just as the Evaluators are helping the speakers to improve their speaking, you are **helping the evaluators to improve their evaluations**.

Remember the difference between a critic and an evaluator: A critic merely finds fault; an evaluator gives specific recommendations for improvements.

Ten Behaviors of an Effective Evaluator:

1. Show that you **care**
2. **Suit** your evaluation to the **speaker (Evaluator)**
3. Learn the **speaker's objectives**
4. **Listen** actively
5. **Personalize** your language
6. Give **positive reinforcement**
7. Help the speaker become **motivated**
8. **Evaluate the behavior** - not the person
9. Nourish **self-esteem**
10. Show the speaker **how to improve**

You should not only look for these ten behaviors in your evaluators, you should be aware of them yourself as you give your evaluations of the evaluators.

Before the Meeting

Get in touch with your evaluators. Make sure they plan on attending the meeting. Find out from them what the **speech is** going to be **about**. (This is a subtle way of finding out whether they've been in contact with their speakers.)

During the Meeting

You will be introduced by the Toastmaster.

Introduce the evaluators in turn

You may want to **remind the audience which speaker is about to be evaluated** by the evaluator.

Evaluator_____ Speaker_____

Evaluator_____ Speaker_____

Evaluator_____ Speaker_____

When the evaluators are finished:

Ask the timer whether the **evaluators were within their time limits**

Ask the audience to **cast their votes for best evaluator**, and start the ballot envelope going around the room

Take note of the time. If the meeting is running late, you will need to restrict your remarks

First, do your **evaluations of the evaluators**. *This is your main duty as an evaluator*

If there is **time** left, and you have any **evaluations about the meeting** as a whole, include these

Finally, introduce your "other" evaluators and get their reports

These include the **Grammarian**_____

Ah-Counter_____

Wordmaster_____

Return control of the meeting to the Toastmaster

Evaluator Cheat Sheet

Notes

- Remember, your goal is to help the speaker improve.
 - Comment on content, organization, delivery.
 - Pay attention to notes in manual.
 - The speakers' goals vary by manual project, but the goal is maximum effectiveness of the speech.
- For your reference, here are the Ten Behaviors of an Effective Evaluator:
 - Show that you care
 - Suit your evaluation to the speaker
 - Learn the speaker's objectives
 - Listen actively
 - Personalize your language
 - Give positive reinforcement
 - Help the speaker become motivated
 - Evaluate the behavior - not the person
 - Nourish self-esteem
 - Show the speaker how to improve

Your evaluation:

- Remember to address: Mr. Toastmaster; Mr. General Evaluator; Fellow Toastmasters; Guests; and especially speaker _____:
- Begin with your best attention getter:
- State the goals for the speech:
- Present 3 positives:
 - +
 - +
 - +
- Provide some constructive criticism:
 -
 -
- Provide the most significant improvement you could make:
 -
 -
- Provide more positives:
 - +
 - +
- End with your 2nd best attention getter and closing

Timer Cheat Sheet

Before the Meeting

- Get each formal speaker's times and write them in the table below.

During the Meeting

- Mark every table topics, formal speaker, and evaluator's time in the tables below.
- Use the timing light or flags to indicate to speakers when they have reached the appropriate times.

	minimum	Green	Yellow	Red	maximum
Table Topics	0.5	0.5	1	1.5	2

	Table Topics Speaker Name	Actual Time (min:sec)	Within Limit?
1		:	Y N
2		:	Y N
3		:	Y N
4		:	Y N
5		:	Y N

	Scheduled Speakers Name	minimum	Green	Yellow	Red	maximum	Actual Time	Within Limit?
1							:	Y N
2							:	Y N
3							:	Y N
4							:	Y N

	minimum	Green	Yellow	Red	maximum
Evaluator	1.5	2.0	2.5	3.0	3.5

	Evaluator Name	Actual Time (min:sec)	Within Limit?
1		:	Y N
2		:	Y N
3		:	Y N
4		:	Y N

Vote Counter

As vote counter, you have the following duties:

1. Count the votes for the following positions:

Table Topics Speakers, Scheduled Speakers, and Evaluators

TABLE TOPICS	Speaker 1	Speaker 2	Speaker 3	Speaker 4
Name				
Votes				

SCHEDULED SPEAKERS	Speaker 1	Speaker 2	Speaker 3
Name			
Votes			

EVALUATIONS	Evaluator 1	Evaluator 2	Evaluator 3
Name			
Votes			

2. If there is a tie, your vote is the tiebreaker

If your vote caused the tie, remove your vote

If you didn't vote, cast a vote to break the tie

3. Present the awards to the winning participants when called on by the Toastmaster